



USAID | SUDAN

FROM THE AMERICAN PEOPLE

ANNOUNCEMENT NO: VA-11-006(Juba)

OPEN TO: All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.
POSITION: Admin Assistant
OPENING DATE: Tuesday, April 14, 2011
CLOSING DATE: Tuesday, April 27, 2011 - max. 4:30 p.m.
WORK HOURS: Full-time; 40 hours/week
SALARY & GRADE: FSN-7

In-house candidates must apply through their supervisors.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK PERMITS ALLOWING WORK IN COUNTRY BEFORE APPLYING FOR THIS POSITION.

USAID/Sudan is seeking a qualified individual for the position of Admin Assistant at USAID Juba.

BASIC FUNCTION:

Under the direct supervision of the FFP Officer and OFDA Senior Program Officer or their designees, the incumbent will have responsibility to support the Office of Food for Peace (FFP) and Office of Foreign Disaster Assistance (OFDA) in the administration and management of the FFP/OFDA team activities.

The FFP/OFDA Office assistant will provide a broad range of services to the FFP/OFDA staff, temporary duty visitors and other experts. Administrative work will include monitoring the maintenance of field equipment, support of internal external office communications (especially between those in field and those in the office), maintenance of orderly files (hard and soft), assurance that FFP/OFDA offices procedures fully comply with USAID rules and regulations, monitoring status of and expediting inter-office requests (e.g., flight reservations, procurement...), arranging access for and escorting visitors, organizing communications and logistics for workshops and conferences, etc. Travel support tasks will include arranging logistics, assuring that FFP/OFDA office members and visitors comply with Sudanese bureaucratic requirements (e.g., visas or any other related travel documents), and assisting out-of-town visitors to access necessary services and information.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

--**Education:** Bachelor Degree in Business Administration or equivalent.

--**Prior Work Experience:**

Minimum 2-3 years in position of significant responsibility; at least one year experience in administrative support, logistics or customer service.

--Language Proficiency: (This will be tested)

	Speaking	Reading	Writing
English:	Fluent Level IV	Fluent level IV	Fluent level IV

--Skills:

Proficiency with Microsoft office Software, photo copier, fax machine, scanners and other communication equipment; Employee may be required to travel within Sudan.

SELECTION PROCESS:

- Applicants must be eligible for appointment under local government laws and regulations.
- Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.
- Selected candidates must pass a pre-employment medical and security clearance in order to be eligible for hire.

ADDITIONAL SELECTION CRITERIA:

1. Current employees serving a probationary period are not eligible to apply.
2. Current Ordinary Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their recent Employee Performance Report are not eligible to apply.

TO APPLY:

Interested individuals for this position should submit **ONLY** Form DS-174. This form is available on US Embassy web site.

Additional Application Instructions

- DO NOT attach any additional or supporting documents such as certificates, licenses or awards.
- RESUMES will NOT be accepted.
- INCOMPLETE applications will NOT be considered.
- Completed applications must be received on or before the closing date listed on the Vacancy Announcement. Applications received after the closing date will not be considered

Submitting Your Application

Email completed application only once to: jubahr@usaid.gov.
Subject Line must include Position Title and Vacancy Announcement number.

OR

Deliver one copy to: USAID/Juba applications Box is outside Consular Entrance.

If Selected for Consideration

Only persons selected for further consideration will be contacted and advised of the date and time for interview and testing. English proficiency (oral and written) testing is required. More than one appointment may be necessary. Only candidates attending the interview will be required to provide supporting documentation; for example, ID, licenses, educational certificates. ALL supporting documentation must be in English or translated.

DEFINITIONS

Ordinarily Resident (OR): A Sudanese citizen or a citizen of another country whose primary residency is Sudan and who has the required work permit for employment in Sudan.

The US Mission in Sudan is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs